Planning Charrettes (PC) Centrally Managed Program

FY13 Code 0/3 AAR

07 & 08 June 2011

US Army Corps of Engineers
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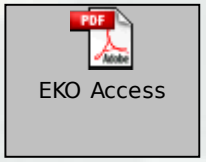
Agenda

- Planning Charrettes – Centrally Managed Program
  - Summary of R&R for Current Program
  - Status of Current Program
  - Future Year PC Program Outlook
  - Common Questions & Issues

Centrally Funded PCs – R&R

- ACSIM
  - Directs which projects will receive central funding for PCs
  - Prepares MILCON Programming guidance
- Installation /IMCOM
  - Owner of the form
  - Assures provision of many key elements are provided for form completion including site approval
- HNC
  - Prepares annual funding requirements
  - Provides monthly status reports (funding & PC)
  - Works with Installation, USACE, Districts to ensure MCA PCs are executed in accordance with policy
  - Reviews programming documentation results for compliance with guidance
  - Develops Lessons Learned, schedules, and POCs and provides electronic repository for programming guidance and documentation.
  - Executes PC program to provide complete DD Form 1391
    - right of first refusal on execution to GD



Centrally Funded PCs – R&R

continued

- HQUSACE
  - Facilitates execution across USACE ; MSCs/GDs
  - Establishes a communication strategy that provides clear understanding of program requirements.
- MSC
  - Appoints a POC for Planning Charrettes
  - Provides a suggested list of projects for District PC support.
- District
  - First right of refusal to execute Planning Charrette
    - Not applicable if end of year funds are provided by ACSIM
  - If GD is not the PC execution agent, then GD will participate in PC to execute the PDRI requirement
- COS – Serves an integral role in 1391 development and approval to meet standard/design

ACSIM Centrally Funded PC Execution Summary

Funding FY	08	09	10	11

Budget $M (1)	$8.4	$9.6	$6.2	$5.2
PC Actions	54	110 (2)	83	40±

(1) Planning Budget inclusive of PC's plus RA's and other products (ADPs, ICAs, etc.)

(2) Number inclusive of approximately 35 GT90 plus phasing

Future MCA Program Summary

- Ahead of curve on future year PC execution
  - Decreasing program, overalls movement of projects to the right

Project Program Year (1)	14	15	16
# Potential PCs	21 (2)	13	11

(1) Based on best FYDP data to date; program still moving

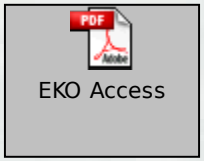
(2) Inserts and projects that pulled from right

Common Questions & Issues

- "Will GDs have opportunity to execute PCs?"
  - ….GD has right of first refusal for execution ; reflected in PgMP
- "Will OACSIM be releasing a list of projects requiring Planning Charrettes with funding this FY ?"
  - Continue revising scrub; gyrations of FYDP/POM; working to release soonest
  - Timeline…getting tight for FY11 (3.5 months remaining)
- "GD needs to be involved with the 1391 preparation process"
  - If GD executes… GD is issued Code 0 and funds to execute PC and generate deliverables; GD is fully responsible for 1391, should be extensively involved
  - If HNC executes…GD is integral PDT member; GD PM conducts PDRI (Code 0 and funds are issued for this)
- "PC notes and minutes should be made available to all preparers"
  - Minutes are attached/incorporated into 1391 in PAX
- "A/E lead PCs should include GD cost engineers"
  - Current process funds/supports GD to participate in conducting PDRI
  - PC…planning /programmatic stage, typical costing is on square foot basis; parametric usually Code 3 (exception…PC for renovation project)

USACE HNC Planning POCs

- Community Planner / PMs
  - EKO Tracker – PM/contact info
  -



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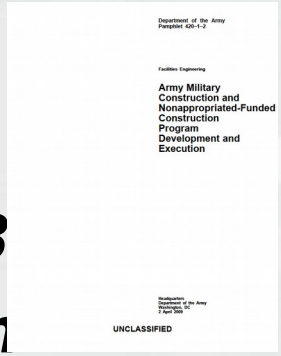
Questions / Discussion

Backup Slides

PC – Purpose

- per DA PAM 420-1-2:
  - ***To produce MILCON project DD Form 1391 ready for signature of the Garrison Commander and certification by Region, USAISEC, and USACE elements.***
- Requirements identified:
  - ***Chapter 3 Preparation of DD Form 13***
  - ***Chapter 2 Centers of Standardization***
  - ***Appendix C Planning Charrette Process***


Department of the Army
Pamphlet 420-1-2

Facilities Engineering

Army Military Construction and Nonappropriated-Funded Construction Program Development and Execution

Headquarters
Department of the Army
Washington, DC
2 April 2003

UNCLASSIFIED

PC Process Prerequisites

- Approved Site
  - Real Property Planning Board
  - IMCOM Region Director
- Total Unit Direct Requirements, either:
  - Requirements Analysis
  - Installation Status Report
- Draft Alternative Analysis (Summary of Alternatives)
- Target Projects…FY-4 years
  - i.e. FY11 funds to execute FY15 project PCs

PC Process

- Preparation / planning
  - Funding
  - Schedule interviews
- Conduct On-site workshop
  - Visit site
  - Confirm scope
  - Coordinate with all required Installation staff to complete all Tabs
  - Conduct Project Definition Rating Index (PDRI)
- Produce Draft DD Form(s) 1391
  - Prepare project justification
  - Develop Cost Estimate
  - Charrette Minutes and validation for Tab C
- Complete DD Form(s) 1391
  - Identify any Phases ($90M+; each phase = form)

PC Products

- DD Form 1391 - Tab A-Tab J
- Facility Sketch
- PC Validation / Meeting Minutes
  - Written statement in Tab C with signatures of attendees
- PDRI score
  - Completed on site by PC team and Installation attendees
- Product Exemptions
  - Memo by GC/Region/IMCOM HQ to HQDA (DAIM–OD);
    - Design is underway/completed; complete DD Form 1391
    - Project has been presented to MILCON IPT or is in FYDP Programmed FY

MILCON Process Life Cycle & Design Directives (Code x)

Code 1
Prelim Site work & Negotiate with A/E

Code 2
35% design allowed

Code 4
Project on Hold

Code 5
Project is Deferred

Code 8
Project Cancelled

Code 0
Planning Charrette / 1391 Development

2nd or 3rd QTR PY-4

Code 3
Project Definition Report & 3086 (detail cost estimate)

4th QTR PY-3

Project Scope and Budget Locked

Code 6 , 7 or T
Solicitation Document Preparation (6 & T = 100% design; 7 = DB RFP)

4th QTR PY-2

Code A
Authority to Advertise

3rd or 4th QTR PY-1

Code 9
Authority to Award

1st – 2nd QTR PY

Typical MILCON Lifecycle from Planning to Construction Contract Award

Quality Issues

- Review of documents is NOT occurring at all levels. (HNC, Installation, MSC, GD)
- Lack of participation with the Centers of Standardization (COS) to ensure compliance of Primary Facilities with standard designs and criteria.
  - Inconsistency of DD Form 1391s with COS templates.
- Improper selection of Block 9 category codes (impacting primary and supporting facility cost estimates).
- Incomplete/missing documentation of Planning Charrette minutes in Tab C.
- IMCOM Regional Certification missing in the DD1391 Processor System.
- Acronyms not defined after first use and not held to a minimum.

Quality Issues

- Missing PDRI score in TAB C
- Installation NEC (DOIM) cost estimate and/or signature missing from Tab F.
- In cases where a Partial Economic Analysis was required, all ten alternatives were not addressed Tab D.
- The Risk and Threat Analysis Summary (with completion dates) were not provided in Tab G. Signatures missing for the Provost Marshall, DPW, and AT Officer missing.
- Waivers cannot be decided by the PC team and included in DD Form 1391.
- For Centrally funded PCs, continued use of AE contractors that repeatedly are not complying with the requirements.

Quality Recommendations

- Use of experienced and qualified PC teams
- Use of COS 1391 templates
- Work with IMCOM to improve participation
- Communicate schedules and changes

FY10 AAR Way Ahead

- Tiger Team to address:
  - Scope of Work for AE contracts
  - GD executed PCs
  - Guidance updates required
  - Review HNC Program Management Plan
- Communication
  - Develop list of POCs (MSC, Districts)
  - Email notification by HNC of schedule updates
  - Central repository of PC guidance, schedule, etc.
- Programmatic Issues
  - ACPS
  - Training
  - IMCOM coordination
    - RD approved sites
    - EAs

Discussion PC Execution Team

- Scope of Work
- Team Composition
- Roles & Responsibilities
- Training
- Product Deliverables

February 2011

Scope of Work

- Uniform Performance Work Statement established by Tiger Team
  - ► Applicable irrespective of execution agent
- Developed in coordination with DA PAM 420-1-2

Team Composition

- Facilitator
  - Establishes the schedule
  - Leads / maintains focus
  - Adheres to PC workshop goals/objectives
  - Experienced with development of DD Form 1391
- Team Members
  - Determined by functional requirements, generally includes:
    - Architect/COS representative for standard facility type
    - Mechanical/Electrical Engineer
    - Civil Engineer
    - Cost Estimator
    - Economist

Team Composition

- Team Members (continued)
  - Installation
    - Project Manager
    - DPW
    - Master Planner
    - Environmental Officer
    - Force Protection Officer
    - Provost Marshal
    - DOIM = NEC (Network Enterprise Center)
    - Fire/Safety
  - User/Tenant
  - ISEC

Team Responsibilities

Per DA PAM 420-1-1

- Analyze alternatives
- Conduct economic analyses
- Prepare project justification
- Develop cost estimates
- Develop information systems costs
- Develop environmental and AT requirements
- Ensure project site is approved; on RPMP
- Assure 1-1 demolition IAW AR 420–1 and Army policy
- Identify OMA/OPA items; enter in 1391 Processor
- USACE, IMCOM Region, and USAISEC reviews and concur with the draft DD Form 1391.
- Obtain the garrison commander’s signature on the DD Form 1391 and Planning Charrette Validation statement.

COS Roles & Responsibilities

(Applicable for standard facility types and Major MILCON renovation)

- Responsible for validating and providing quantified scope (i.e. PN, sq. ft., etc) and date in the PAX system for MILCON standard facility types.
- If the COS cannot concur with the project scope, provide an explanation for the non-concurrence.
- Participate in scope discrepancy meetings and periodic teleconferences as necessary.
- Identify a Primary POC at each COS, post contact info to COS website.
- As a member of PDT, provide recommendation for the acquisition strategy of standard design facilities.
- Maintain COS website to reflect latest approved standards and updated 1391 templates.

Training

- Prospect
  - DD Form 1391
  - 1391 Preparation (includes Planning Charrettes)
  - Economic Analysis for MCA
  - Real Property Master Planning
- Other
  - PDRI
  - Facilitator

Product Deliverables

- DD Form 1391
  - Tab A (Front Page)
    - FY, Installation
    - Category Code
    - Scope & Cost (PA)
  - Tab B - Planning/design data
    - Acquisition Strategy
    - USACE Certification
  - Tab C – Miscellaneous**
    - Quantitative Data
    - Criteria for Proposed Construction
    - Charrette Minutes
    - Related Projects, Special Requirements
  - Tab D - Economic Analysis
    - ECONPACK required to create EA
  - Tab E - Furnishings and Equipment
    - Furnishings based on facility type; coordinated with COS
    - Information Systems
    - Totals by Appropriation

Product Requirements

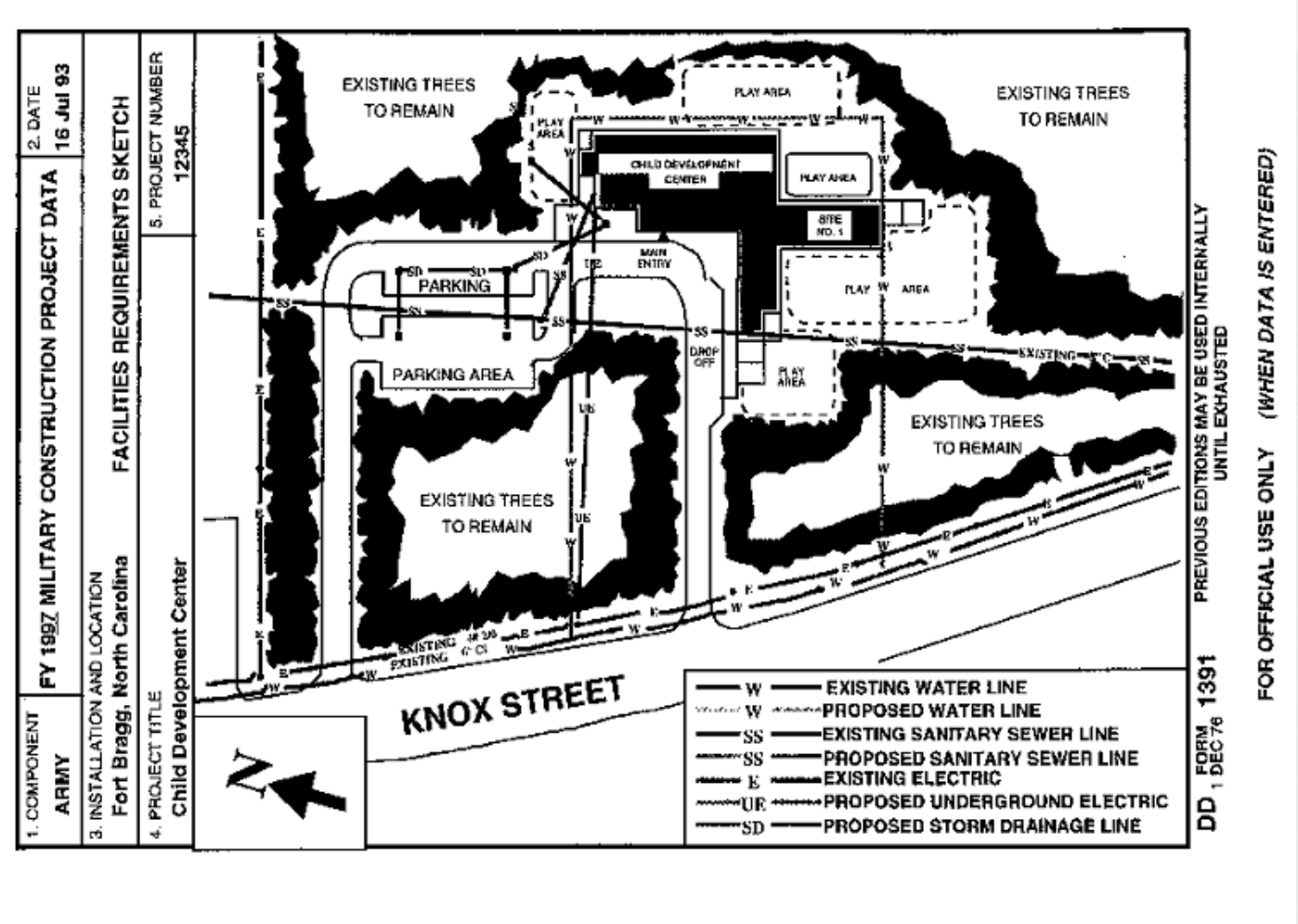
- DD Form 1391
  - Tab F - Information Systems**
    - Populated by ISCE software; provided by NEC (DOIM)
  - Tab G - AT/FP Measures**
    - Standard paragraph, i.e. coordinated with Installation AT plan
    - Risk & Threat Analysis
  - Tab H - Facility Disposal/Demolition
  - Tab I - Real Property Maintenance (No longer a requirement)
  - Tab J - Regulatory Data, Environmental Analysis**
    - Include one of the following:
      - Categorical Exclusion or REC
      - Environmental Assessment and FNSI
      - Notice of Intent to prepare EIS

Note ** = Signature Required

Facility Sketch

- Required to address the following:
  - General project area(s)
  - Area relationship
  - Primary footprint
  - AT/FP setback
  - Supporting facilities and Utilities
- See following examples

Facility Sketch Example #1



Facility Sketch Example #2

Site Photo/Development Plan – Emergency Services Facility

Planning Charrette Summary

- The Installation is ultimately responsible for ensuring the scope and cost for their project has been included in DD Form 1391.
  - USACE is a critical team member for this effort.
- We understand the impacts of this planning effort, however this process has proven critical for successful project execution.
- Technical POCs are:
  - Jon Winkler, CEHNC
  - Jimmie Jackson, CEHNC
  - Donna Thompson, CELRL
  - Ami Ghosh, CECW-CE-D
  - Al Young, CEMP-IS
- HQUSACE POCs:
  - Ana Ortega, CEMP-IS
  - Nelson Rulona, CEMP-IS